

## City of Newport Beach - Building Department

### ADMINISTRATIVE POLICY

Effective Date	Subject	Policy No.
June 25, 1997 Revised January 13, 2005	Fee Refund – Permits and Sub Permits & Plan Check Fees	304.6-1

When processing refunds, the following procedure must be followed:

For permits and sub-permits:

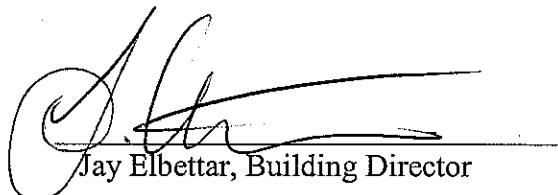
1. Verify that no work has begun and the subject permit is still active.
2. A letter shall be received from the owner or contractor, whoever pulled the permit, requesting that the permit be canceled and that a refund be made. The permit or a copy of the permit to be refunded must accompany the refund request. (Finance Dept. will not refund unless a permit/receipt is attached to the refund request).
3. 80 percent of the total fee paid including the issuance fee will be refunded.
4. The refund request must be received within 180 days of date of issuance of permit.

For Residential Building Records (RBRs):

City shall refund the fee accompanying an application for a report of residential building records if a written request for refund is made prior to staff review of City records necessary to prepare the report. A finished staff review is indicated by "Approved" status in Permits Plus. 80 percent of the total fee paid will be refunded. No refunds will be made for a residential building report after the staff review or physical inspection of the property has taken place.

To refund plan check fees, the following is required:

1. A customer letter requesting the refund and/or a written direction from Jay Elbetta or Faisal Jurdi is required, including the reason for the refund.
2. The plan check fee receipt or copy of it, including the payor's name, must be available to be able to refund the fee due to the Finance Department's requirement. (Finance Dept. will not refund unless a receipt or copy of receipt with payor's name is attached to the refund request).



Jay Elbetta, Building Director